

Message

From: Aguirre, Janita [Aguirre.Janita@epa.gov]
Sent: 12/4/2020 12:20:58 PM
To: Ross, David P [ross.davidp@epa.gov]; Wildeman, Anna [wildeman.anna@epa.gov]; Forsgren, Lee [Forsgren.Lee@epa.gov]; Bertrand, Charlotte [Bertrand.Charlotte@epa.gov]; Kramer, Jessica L. [kramer.jessical@epa.gov]; McDonough, Owen [mcdonough.owen@epa.gov]; Mejias, Melissa [mejias.melissa@epa.gov]; Aguirre, Janita [Aguirre.Janita@epa.gov]
Subject: Agenda, Material, and Follow-up Request for Today's Weekly Check-in Meeting
Attachments: Updated, Prioritized NOTES - Collection of upcoming actions to OW-IO_12-03-2020.xlsx

Draft, Deliberative, For Planning Purposes Only

All,

At today's weekly check-in meeting, unless Dave has an urgent topic, let's plan to do a round robin for each person to provide quick updates on their priority items. I'm also attaching the updated, priority spreadsheet for your review. Please take a look at your tab to make sure each of your active, as-time-allows, and other priorities are captured. If you have additional items on your own personal lists, you can add details at the end of your tab and send them to me for collection/incorporation. I'd like to have a confirmed, cleaned up list by next Tuesday's OD weekly meeting so we can close the loop with them.

Thank you,

Janita

Janita Aguirre – Chief of Staff

U.S. Environmental Protection Agency | Office of Water

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-----Original Appointment-----

To: Owscheduling; Aguirre, Janita; Wildeman, Anna; Forsgren, Lee; McDonough, Owen; Ross, David P; Mejias, Melissa; Bertrand, Charlotte; Kramer, Jessica L.

Subject: Weekly Check in Meeting

When: Friday, December 04, 2020 9:30 AM-10:00 AM (UTC-05:00) Eastern Time (US & Canada).

Where: Call in **Ex. 6 Personal Privacy (PP)**